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# TEAM MEMBER HANDBOOK



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## **WELCOME TO THE TEAM!**

Congratulations! You are now part of the largest youth sports and recreation network in the nation. We are a first-class sports facility designed to serve as an integral part of the surrounding community by providing opportunity for sports, meetings, and special events. Whether our guest is here for an amazing tournament experience or participating in play every week, we are committed to providing the best experience in the industry every time they walk through our gates.

No matter your role today, if you apply your leadership with a focus on getting better each and every day, we know great things will happen within our team, and for you personally. We invite you to bring your best self to work, hold a high standard for your teammates, and join us in the effort to create world-class facilities that improve the lives of the guests we serve.

Expect challenges, there will be many, employ a solution driven mindset and challenges become small bumps in the road that are fun to solve. Understand that every single person and position is valuable, everyone deserves to be recognized and appreciated as a member of our team. No matter where your career journey might be, just starting out, a seasonal position between school years, an experienced professional or restarting your career, you will learn and grow personally and professionally.

The foundation of our culture is to inspire our members, guests, and each other. We will consistently demonstrate respect, treat others with dignity, embrace diversity, strive for excellence, and be accountable to those who have entrusted us with the honor of operating this great venue. As you'll see, we believe in our people and strive to have each Team Member's time be filled with growth and development. Your work here will open you to new experiences.

As part of our team, your influence will be made one person at a time by building dynamic relationships with guests and fellow Team Members. You will learn quickly that we hold high expectations for our Team Members and create long-term advancement opportunities for leaders who commit themselves to achieving results that support the mission. You have our trust. We now look forward to utilizing your unique skills, experience, and developing your capabilities further to contribute to our culture. Please take the time needed to fully review this handbook and learn more about our services, brand, and policies.

You have joined an exciting team! Best of luck in your new position.

Sincerely,

*Ryan Kennard*

General Manager– Key City Park

## **HISTORY**

Key City Park is the best sports park in the southern United States. Commissioned by the city of Vicksburg, MS., the park opened for play in 2019. Since the opening, the venue has hosted hundreds of baseball, softball, soccer, and football tournaments ranging from youth to adult. The city of Vicksburg has also made this complex a destination for locals to start recreation leagues and enjoy this beautiful venue.

## **VENUE OFFERINGS**

Key City Park features 10 baseball and Softball professional-level synthetic turf fields, 6 full size soccer fields and on-site recreation and entertainment options with high quality concessions. Throughout the year, we host tournaments which include youth travel baseball, softball, soccer, football and more.

## **MISSION & VISION**

To improve the health and economic vitality of the communities we serve.

## WORK ENVIRONMENT

### PARKING

For tournaments the parking is in the maintenance lot.

### BULLETIN BOARDS

The purpose of the bulletin board is to provide a specific place where notices may be posted, including state and federal mandatory notices, and important communications from management. Information placed on the bulletin board is important. Team Members may not post any information on these bulletin boards without the express permission of a Human Resources Representative or General Manager. Information boards are located in the maintenance break room and in the main building. You are expected to check it regularly.

### BREAKROOMS/LOCKERS

We request that you leave all personal belongings locked in your car or at home. The Company and Key City Park assume no liability or responsibility for your personal property, including personal injury, damage, theft, or other loss.

### RESTRICTED AREAS

Certain areas are off limits to unauthorized persons and non-working personnel. Failure to observe "off-limits" rules may result in disciplinary action, up to and including, termination.

Restricted areas include:

- Personal Offices
- Electrical and Maintenance Rooms
- Cash Counting Room

### EMERGENCY CLOSING

At times, emergencies such as severe weather, fires, power failures or earthquakes can disrupt operations. In extreme cases, these circumstances may require the closing of our facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with Manager approval, Team Members may use available paid time off, if applicable. Management will contact Team Members in the case of the facility closing because of an emergency.

### LOST AND FOUND

Can be found in the Tournament Central Building.

## TEAM MEMBER INFORMATION

### TEAMWORK

Teamwork is the single key to our success. All of us are team members working towards a common goal. There is no better feeling than being in an environment where the whole team is working hard together and producing something very special. The whole is greater than the sum of its parts. Part of your responsibility for teamwork is doing whatever is asked of you and assisting your fellow Team Members in any way possible, so that everyone's work flows more efficiently and smoothly. If a manager requests that you perform duties outside of your normal job description, it is essential that you cooperate to achieve common goals. If we all remain flexible in our approach to our work and "pitch-in" where needed, the outcome will be reflected in the growing and successful operation of Key City Park and a more enjoyable work experience for everyone.

### WORK SCHEDULES

You are responsible for the shifts you are scheduled to work. Work schedules are designed to be as flexible as possible to fit your needs. The corresponding department manager must be notified of and approve all schedule changes.

When necessary, managers will advise Team Members of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. The scheduling of breaks is the responsibility of the department supervisors and/or managers. You will be required to break in/out for breaks shorter than 15 minutes, but it does not deduct from your pay.

Changing shifts with other Team Members is generally permitted if you trade shifts with another qualified Team Member from your department. All shift changes must be requested through Paylocity and approved by your direct department supervisor and/or General Manager. If this procedure is not followed properly, you will still be considered responsible for the shift and you will be deemed a No Call, No Show (NCNS), even if you asked someone else to take it for you.

To request time off you should make sure you update your availability in Paylocity with when you can and cannot work. Shifts are entered in Paylocity on an as-needed basis depending on the requirements of the event. If shifts are not picked up, then manual scheduling will occur. We will try to work around any requested time off but do not assume that you automatically have the requested time off. Be sure to check the app daily. As mentioned above, you are solely responsible for your scheduled shifts.

You must work at least one (1) shift per month to remain active. If you fail to fulfill this requirement without advanced notification in writing, your access will be disabled, and the situation deemed "job abandonment".

### TIME CLOCK

Hourly Team Members will clock-in/out using Paylocity app.

## MEALS/BREAKS

Management will assign breaks as needed during shifts. All hourly Team Members are to clock out for breaks longer than 20 minutes.

## DRESS CODE

Team Members are responsible for the upkeep of their uniforms and for the return of all uniforms upon separation of employment. Dress, grooming, and personal hygiene standards contribute to the morale of all Team Members and affect the business image of Key City Park. When representing Key City Park (on and off-site anytime in uniform), Team Members are expected to present a clean, neat, and tasteful appearance. Team Members should dress and groom themselves according to the requirements of their position. Without unduly restricting individual tastes, the following personal appearance guidelines shall be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards. Shoes must be worn at all times. Sandals and flip-flops are not allowed.
- Clothing deemed revealing, suggestive, or distasteful by facility management is prohibited (holes or ripped clothing are not permitted).
- Mustaches and beards must be clean, well-trimmed and neat.
- Hairstyles are expected to be in good taste; unnaturally colored hair and extreme hairstyles do not present an appropriate professional appearance.
- Excessive makeup is not permitted.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, must not be worn during business hours.
- Torso body piercing with visible jewelry, or jewelry that can be seen through or under clothing, must not be worn during business hours.
- Excessive or offensive tattoos should be covered during work hours.

Team Members should consult with their direct manager, General Manager, or Human Resources Representative if they have questions as to what constitutes appropriate attire.

## DISCOUNT PROGRAM

Team Members will get 25% on food and beverages while working at the facility.

## TIME AND LABOR LAWS

### CHILD LABOR/WORK PERMIT

Candidates must be a minimum of 16 years of age to be considered for employment unless approved by a Company Account Executive or a Senior Leader in the Company's Home Office. In certain situations where an exception is made, all state and local child labor laws including work permits will be adhered to.

SFC complies with all federal and Mississippi child labor laws governing the employment of minors. Employees must meet the minimum age requirements established by law. Individuals under the age of 14 are generally not permitted to work, except in limited circumstances allowed by law.

Employees aged 14 and 15 may work only in non-hazardous positions, outside of school hours, and within the limits of three (3) hours on a school day and eighteen (18) hours during a school week. When school is not in session, they may work up to eight (8) hours per day and forty (40) hours per week, between the hours of 7:00 a.m. and 7:00 p.m. (extended to 9:00 p.m. from June 1 through Labor Day).

Minors aged 16 and 17 may work in most non-hazardous jobs but are prohibited from working in any occupation considered hazardous by federal law. Work permits are not required in Mississippi; however, proof of age may be requested.

### FINAL PAY

Mississippi law does **not** require employers to pay final wages within a specific number of days. All earned wages must be paid on the **next regular payday** following separation, whether the team member resigned voluntarily or was involuntarily terminated. Mississippi does **not** require employers to pay out unused or accrued vacation/PTO at separation unless the employer's written policy or past practice promises a payout.

### STATE LAWS

#### CIVIC DUTY LAWS

Mississippi employers are not required to pay Team Members to vote or give them time off to vote. They may not change a Team Member's rate of pay based on who they vote for. Additionally, Mississippi Team Members are not required to provide Team Members with paid leave to take Jury Duty, however, they are prohibited from adversely punishing Team Members for taking jury duty. The Team Member must provide reasonable notice to the employer after receiving summons to serve as a juror.

## **CRIME VICTIM LEAVE**

In accordance with the Mississippi Crime Victims' Bill of Rights, you may take time off to respond to a subpoena or participate in the reasonable preparation of a criminal proceeding if:

- You are a victim of the crime at issue in the proceedings; or
- The victim is deceased or incapacitated, and you are an immediate family member or a lawful representative.

*Immediate family member* means the spouse, parent, child, sibling, grandparent, or guardian of the victim.

Time off under this policy will be without pay; however, exempt Team Members may receive pay as required by applicable law. You may opt to use PTO/vacation for any unpaid time off. The Brandon Parks and Recreation will not retaliate against Team Members who request or take leave in accordance with this policy.

## **EQUAL PAY REPORTING**

SFC is committed to providing equal pay for equal work in compliance with the Mississippi Equal Pay for Equal Work Act and applicable federal laws. Employees of one sex will not be paid less than employees of the opposite sex for performing jobs that require substantially equal skill, effort, education, and responsibility under similar working conditions.

Pay differences are permitted only where based on a legitimate factor other than sex, such as a seniority system, merit system, production-based system, or other non-discriminatory factor. Retaliation against any employee who raises concerns or assists in the enforcement of this law is strictly prohibited.

## **JURY DUTY LAWS**

Mississippi's jury duty leave law requires all employers to provide employees with time off for jury duty. Employers cannot take adverse action against an employee for taking jury duty leave.

## **MEALS & BREAKS**

Mississippi law does not require employers to provide meal time or breaks to its employees. However, if an employer elects to provide it, it must pay the employees if the break is less than 20 minutes. Breaks or lunch periods 30 minutes or longer do not need to be paid unless the employee is not free to do as they wish during the time period.

## **SCHEDULING**

40 hours per week is a regular requirement for full-time employees, e.g. working Monday to Friday, from 9 to 5. Any number of hours exceeding 40 counts as overtime and must be compensated at a higher hourly rate. Non-exempt employees who do exceed that number are entitled to 1.5 times their regular hourly rate.

## TEAM MEMBER RESPONSIBILITIES

### GUEST SERVICE

We are a service business, and our success is dependent upon providing our guests with the best experience around. Every Team Member is a big part of that experience. You represent Key City Park in your actions and should always conduct yourself in a courteous and professional manner.

We want to be considered the “friendliest place in town.” To achieve that position, we have instituted the “Hospitality Zone”. You will be amazed at the reaction you will receive from guests.

- Within ten (10) feet you should acknowledge a guest by making eye contact, smiling, nodding, etc.
- Within five (5) feet you should initiate conversation. (i.e. “Welcome! How are you?”)
- You should always have the first and last word in a conversation. As a guest approaches, you should be the one to initiate conversation.
- Engage guests to help direct them, rather than waiting for them to come to you.
- As a guest leaves, you should always have a friendly word for them (i.e. “Have a great night! See you again soon!”).

Working in direct contact with the public can be enjoyable and rewarding, but it can also be challenging. Handling those challenges with care can make all the difference in our guests’ experience. Always consider yourself as being “on stage.” No matter what bothers you inwardly, a smile, eye contact, and sincerity will always be your most valuable assets.

Remember that the guests are never an interruption to our work. Their happiness and enjoyment is our work. Make sure that you greet our guests with a friendly smile, eye contact, and make them feel welcome. If they ask a question that you can’t answer, say, “I’m not sure, but I’ll find out for you,” – then do so.

Never argue with a guest. If there is a problem that you cannot handle, that you feel is getting out of control, or is upsetting you and causing a confrontation with a guest, excuse yourself from the situation and seek a Manager for assistance.

Remember the following guidelines when dealing with a difficult situation:

- Let the guest speak; do not interrupt.
- Apologize for any inconveniences.
- Try to satisfy the immediate needs.
- Inform a Manager immediately.

## WORKPLACE SAFETY

### SAFETY PROCEDURES

Safety is very important. All Team Members are expected to be safety-conscious, follow safety rules, and to immediately alert management to any conditions in the workplace that are believed to be unsafe or unhealthy. Accident prevention is important to the well-being of our Team Members and guests. As you go through training for your position, additional safety procedures will be explained in depth. The following basic safety rules have been developed to protect Team Members and others from injury while on the job. Accidents can happen - but remember, safety is everyone's responsibility.

#### Team members should:

1. Learn their job and how to be safe in the workplace.
2. Know the location of fire alarm boxes, extinguishers, in case of a fire.
3. Promptly report all unsafe or potentially hazardous conditions:
  - Dangerous conditions related to playing surface/sports equipment
  - Wet or slippery floors
  - Cluttered or unsafe areas
  - Equipment left in aisles, walkways, or blocking exits
  - Exposed or unsafe electrical wiring
  - Careless handling of equipment
  - Defective or unguarded equipment
4. Follow all manufacturer recommendations when operating equipment.
5. Handle hazardous chemicals with care.
6. Use proper lifting procedures and get help when needed.
7. Wear safety glasses and protective clothing when necessary.
8. Immediately report all accidents to a Manager on Duty.

### CPR/AED

Team Members who work in certain areas of the facility are required to hold a current CPR, AED and/or First Aid certification at all times. If your position requires a certification, you are expected to maintain certification.